

24 JAN 1980

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT : Approval of NAPA Project Group Recommendations

REFERENCE : Multi Adse Memo fr DDCI dtd 5 Nov 79, Subj: NAPA
Project Group Report

1. On 15 January 1980, the Deputy Director of Central Intelligence approved the following actions which were based upon recommendations made in Tabs N, O, and P of the referenced report. These affect evaluation board and panel operations.

- a. "Reaffirm competitive evaluation as a policy for supervisory positions; retain competitive evaluation/promotion panels to recommend promotions at these levels based on assessment of performance and potential."
- b. "Instruct the Heads of Career Services to revise Career Service Handbooks and guidance to Career Service and Subgroup panels to distinguish, if not already done, between evaluation for performance--that is the attainment level reached in discharging assigned responsibilities--and for potential--assessing the individual's readiness to assume higher levels of responsibility--while recognizing that performance must be evaluated while assessing potential."
- c. "Approve the two basic functions of all Career Services and Subgroup panels as:
 - evaluating employees to recommend, within established goals, which employees within a career grouping should be promoted; and
 - identifying those employees with high potential for career growth into positions of increasingly greater responsibility."

d. "Establish the role of panels as advisory to the Heads of Career Service and Subgroups."

e. "Require exceptions to panel promotion recommendations through GS-14 be fully documented as to the reasons, approved by the Head of the Career Service, and reported to the panel concerned. Exceptions to panel promotion recommendations to GS-15 and up will be forwarded to the DCI/DDCI for resolution. The Director of Personnel is to be advised of all exceptions in order to monitor them and semi-annually to submit an analysis of these exceptions to the DCI/DDCI."

2. The Executive Committee on 13 December 1979 addressed an Agency personnel evaluation system proposed by the heads of the career services. It is anticipated that this system will be formally approved shortly. In addition, the DDCI has requested the development of uniform precepts for CIA evaluation boards and panels. These precepts have been drafted and will be reviewed by the Personnel Management Advisory Board prior to being submitted for DDCI approval.

3. In regard to approved action b in paragraph one above, the DDCI has requested that an Agency-wide Personnel Management Handbook be written. This is underway and the handbook will cover all uniform personnel management policies with provision for specific career service appendixes. You will have an opportunity to review the handbook before it is finalized.

4. It is requested that you review your guidance to evaluation boards and panels to verify that it is in conformance with the approved recommendations in paragraph one of this memorandum. I would appreciate your certification of this review by 22 February 1980.

Harry E. Fitzwater
Harry E. Fitzwater

cc: Secretary/EXCOMM

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5 NOV 1979

REFERENCE

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Director, Equal Employment Opportunity
Comptroller
General Counsel
Legislative Counsel
Inspector General

FROM: Deputy Director of Central Intelligence

SUBJECT: NAPA Project Group Report

1. In accordance with the decision reached at the Executive Committee Meeting on 5 June 1979, the Director of Personnel was charged with forming a task group to study the NAPA Team's recommendations. This task group, with representation from each of the four Directorates, was established on 27 June 1979. The group has now completed its deliberations and the Director of Personnel has forwarded to me the final report for decisions on its findings. The task group's report, containing 27 issue papers with recommendations, is attached.

2. It is requested that you review the report and its recommendations and submit any comments you may have to the Director of Personnel by 15 November 1979. I intend to schedule the major issues for consideration by the Executive Committee as soon as practicable after receipt of your comments.

/s/ Frank C. Carlucci

Frank C. Carlucci

Attachment

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Harry E. Fitzwater

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